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ABSTRACT

A major concern of the South Central Research Library Council in establishing an interlibrary loan network was the development of a Coordinated Delivery system (CODE). Several means of delivery were considered--the U.S. mails, commercial trucking (Greyhound, United Parcel Service), and use of the public library system's delivery services. A combined use of the public library system's service and United Parcel Service was accepted and became operational at the end of January 1970. This method, with a subcommittee established to work out details regarding acceleration of delivery times, was considered the most satisfactory. The advantages are that it reduces some costs, allows for personal interchange between the libraries, and fosters shared resources of both the public and academic libraries of the region. (SG)

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APPRAISAL OF THE EFFECTIVENESS OF CODE; The Coordinated Delivery System for the South Central Research Library Council, January to December 1970

Ithaca, N.Y.

Prepared for the Board of Trustees
by S. Faibisoff
April 19, 1971

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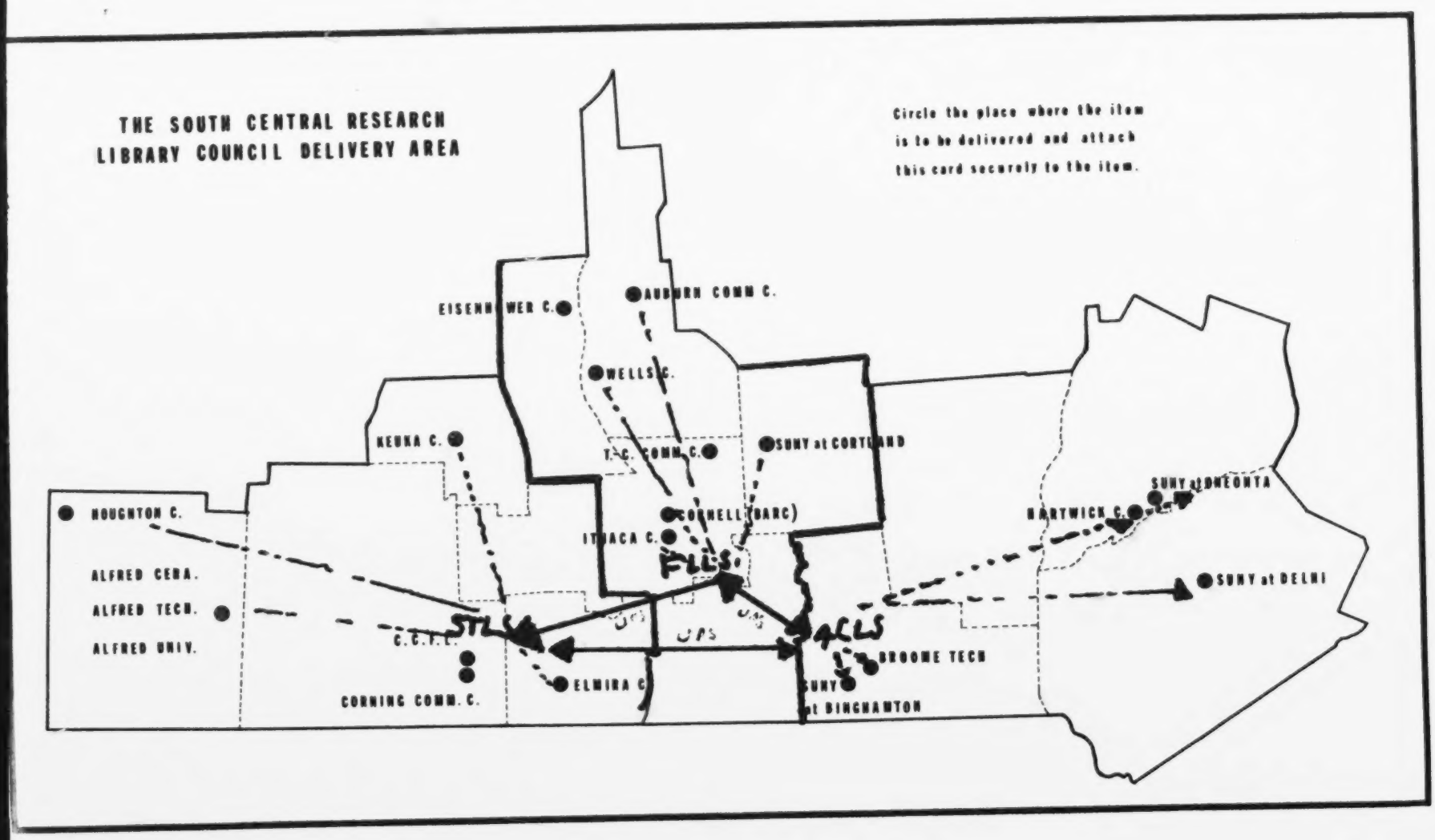

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A. INTRODUCTION

In order to extend and improve reference and research library service to the research community, each 3R's Council was made responsible by contract with the Commissioner of Education of the State of New York to "establish a delivery and communications network linking area research libraries." This is an axiomatic statement, for one cannot have a network without communication, and for a library systems network, delivery is an essential component. It is necessary in order to provide the reader with better service through immediate interchange of materials.

In the South Central Research Library Council we attempted to establish an effective communications network by extending the use of the telephone. Each library was given a credit card and the Council paid for all long distance calls pertaining to regional business.

Establishing a delivery system was a far more difficult matter because of the size of the Council which extends over 10,175 square miles or approximately 22% of the land area of the State of New York. It serves fourteen counties in the southern tier extending from Allegany on the west to Otsego and Delaware on the east. At its eastern most point, the region is only 35 miles from the Hudson River. A major problem is the scattering of libraries throughout the region.

In 1967 when the Council was established, it contained one hundred and seventy-two libraries of which there were twenty academic and forty-four special libraries which did not have any communication or delivery systems. One hundred and eight public libraries were served by three delivery systems - the Finger Lakes Library System, the Four County Library System and the Southern Tier Library System. Each of these systems served no more than four or five counties:

The Finger Lakes System served twenty-seven libraries in in its five county area covering 2,547 square miles, Four County Library System served forty-two public libraries in its four county, 4,101 square mile area and Southern Tier Library System served thirty-three libraries in its four county, 3,131 square mile area. The cost of maintaining these delivery systems ranged from about $13,000 to $15,000 per year.

TABLE I

Cost of Public Library Systems Delivery*

ITEM	FLLS 1968	4CLS 1969	STLS 1968	STLS % On Deliv.
Personnel Costs (driver, clerical, fringe benefits)	$ 7652	$ 8107	$14,531	$ 7780
Veh 1 Cost (1/2)	635	1800	920	
Oper. Cost	700	1100	889	
Maintenance	300	1000	397	
Insurance	250	260	188	
Garage Rental	3240	240		
Veh 2 Cost (1/2)			2070	427
Oper. Cost			917	367
Maintenance			525	210
Hidden			161	
Total	$12,777	$12,443	$19,598	$14,201
No. Books per year	84,000	93,000	70,000	70,000
Cost per Book	16¢	13¢	29¢	20¢

* Figures based on 1968 and 1969 costs

B. DEVELOPMENT OF A SYSTEM

Responsibility for devising a delivery system inter-relating the libraries faced the Council after a professional traffic engineering firm quoted an exorbitant price.

In order to establish a convenient and well utilized delivery system, traffic, manpower, time and cost had to be considered. To do so, it was necessary to survey the region's interlibrary lending statistics and patterns.

We were already aware of a survey which had been undertaken by the College Center of the Finger Lakes Library which stated that lending among these institutions was so low that a delivery system was not warranted or that one delivery per week was all that was needed. (Members surveyed included the libraries of Ithaca College, the College Center of the Finger Lakes, Keuka College, Elmira College, Corning Community College, Alfred College of Ceramics and Wells College.)

TABLE II

Sample of Interlibrary Loan Statistics 1967/68

College	No. of Books Requested		Photocopy Requests	
	NYSILL	In N.Y. State	NYSILL	In N.Y. State
Alfred Univ.	157	106	23	0
CCFL	13		10	34
Elmira College	80	20	5	
Ithaca College	91	9		63
SUNY Cortland	22	116		177
SUNY Ceramics	37	207		60
SUNY Oneonta		350	34	229
Wells	1	42		23

Since the number of academic institutions in the South Central combination exceeded this number and since we would also include special libraries we felt that another survey of inter-library lending was essential.

The Council ran into considerable difficulty in collecting statistics. NYSILL had just been instituted in 1967 and libraries were beginning to weave these statistics into their own reporting. The statistics which were kept were not detailed enough to show how many of the institutions within the parameters of the South Central Research Library Council borrowed from one another. Collection and reporting statistics were not standardized. Eight academic institutions reported that 4,516 books and periodicals had been borrowed both in and outside of New York State. Of these, about 3,000 were borrowed within the State. Of the remaining academic institutions which had not submitted formal statistics, six were two year colleges stating that they were not heavy inter-library lenders or borrowers, Eisenhower College was

just beginning to function and the College Center of the Finger Lakes, Houghton College and Keuka College libraries reported low inter-library loan figures. Cornell University Libraries were completely excluded from the lending pattern because of commitment to NYSILL and statewide lending. However, in spite of the study, we did not have an indication of intra-regional lending. We suspected that the system should be geared to handle between 2500 and 3000 books.

With the limited resources available to this Council (a considerable portion of its funds had already been allocated to other priorities such as a Bibliographic and Reference Center and a telephone credit card communication system) we realized that it would be impossible for the Council to purchase a truck and driver. Nor did we feel that it was economical to do so in order to deliver a projected 2500 items. Nevertheless, we were, by contract, committed to establishing a system and we also supposed that if interlibrary lending was encouraged, we could look forward to substantial regional interlibrary lending. Several possible systems were considered:

I. For the projected number of items the United States mail seemed to be the most obvious system to use. However, there were a number of disadvantages in utilizing this system. Books would need special wrapping attention so that they would not be damaged in transit. Although library rate and book rate were reasonable, delivery time was not dependable. Insurance might be an additional cost since there was the possibility of loss and damage.

II. The commercial trucking services were considered, particularly Greyhound Bus and United Parcel Service.
   a. Greyhound Bus was inconvenient. It did not deliver directly to an institution. Each library would have to deliver and pick up at the bus terminal.

   b. United Parcel Service was a favorable possibility. However, the prerequisite for establishing this service was the establishment of stations at which items could be picked up and delivered daily. Since the traffic load and borrowing patterns were unknown elements, we hesitated to install such a system.

III.

To use the public library system's delivery services but to link them together to cover the entire region. This was the most attractive possibility for the following reasons:

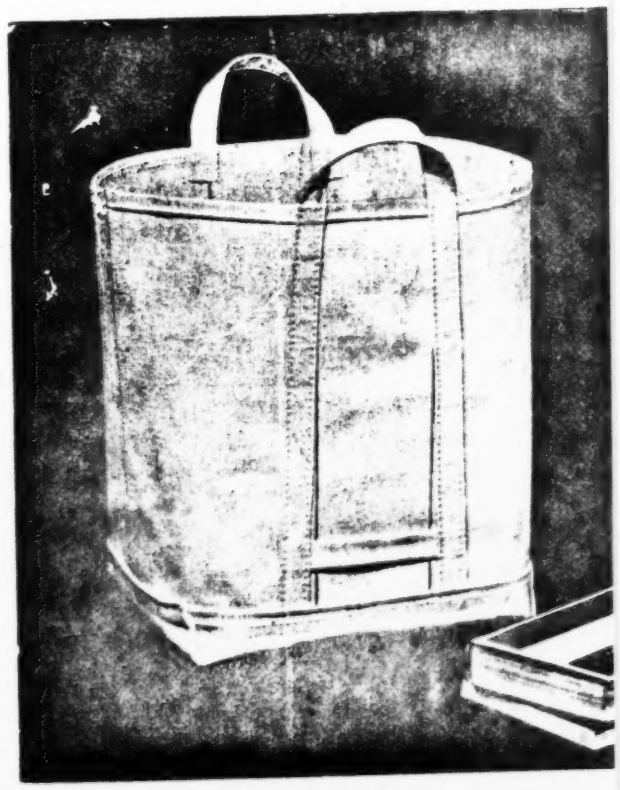
a. Academic libraries in the region were already on existing public library routes and the systems were willing to arrange their schedules to accomodate additional stops. (see maps)

b. Public library systems used a type of coal bag (see insert) for delivery thereby eliminating the need for wrapping.

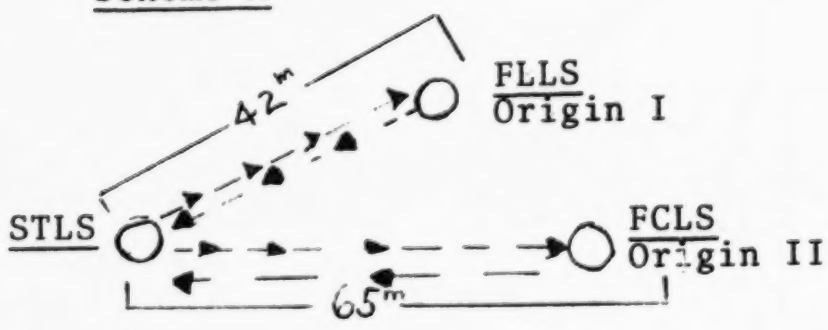
c. United Parcel Service agreed to accept the coal bags as packages providing the tops could be closed. This was easily done by having a local upholsterer sew zippers on these bags.

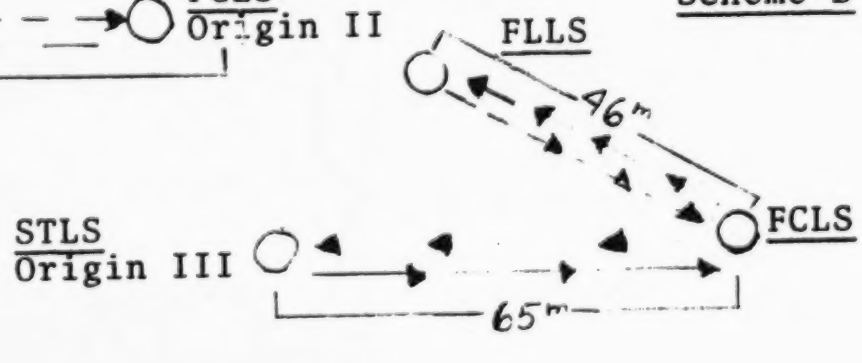
d. The proposed price quoted by the systems, 15¢ per mile and $15.00 per week for driver and clerical costs seemed reasonable. (see Appendix II)

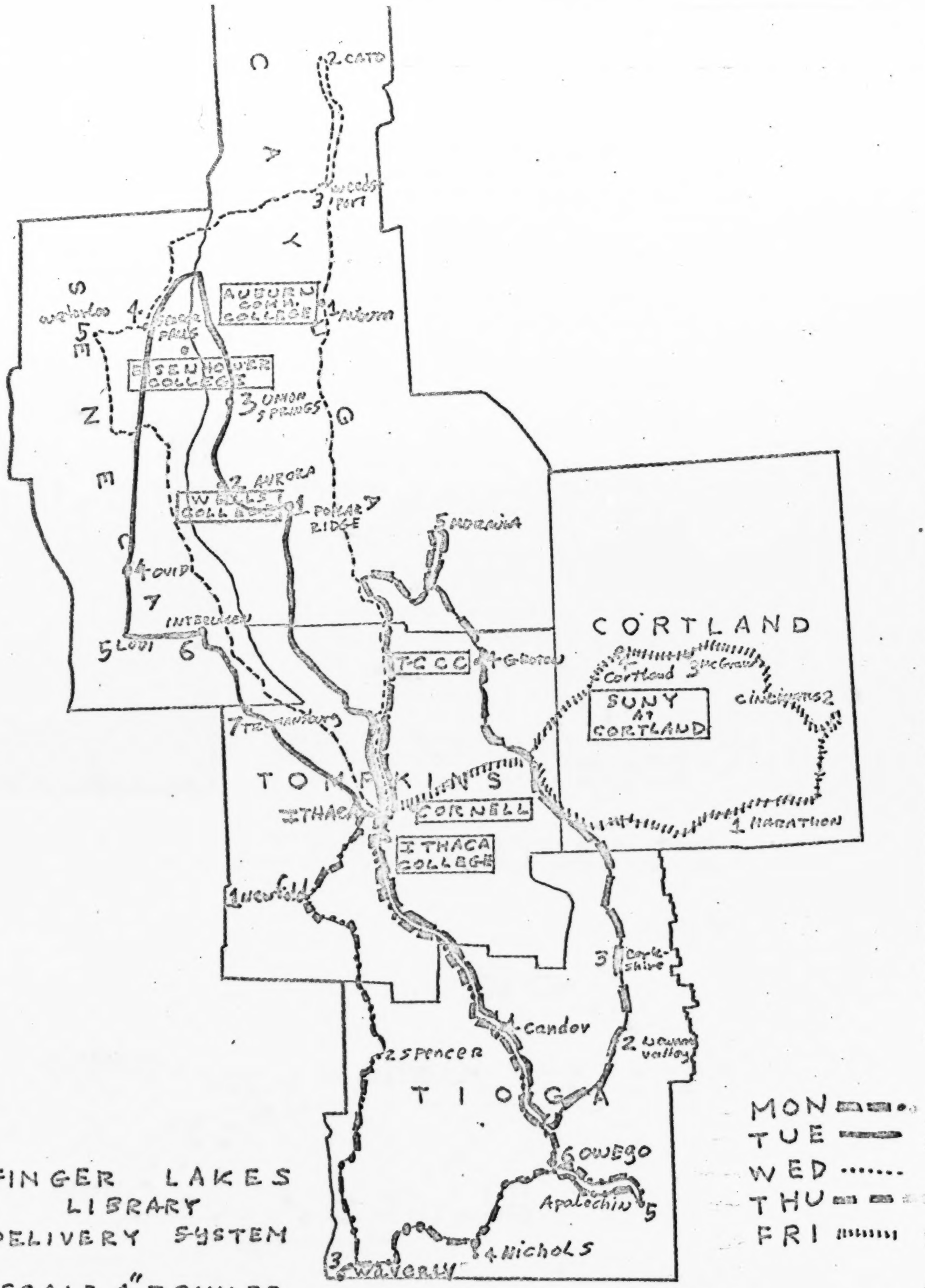
e. We could easily arrange for interchange and flow of material among the three systems by using UPS.



United Parcel Service was adopted only after we had rejected schemes which proposed that the library systems interchange materials among members in the following manner:

Scheme A

Scheme B





FINGER LAKES
LIBRARY
DELIVERY SYSTEM

SCALE 1" = 8 MILES

At a cost of $2.75 per hour for the driver and 15¢ per mile, delivery cost for Scheme A would have been $40.00 per trip (slightly higher for Scheme B the longer route). Each of the routes could be covered in one afternoon. Two to three runs per week were considered. This proposal was impossible to implement with existing vehicles and staff.

C. ESTABLISHMENT OF THE SYSTEM

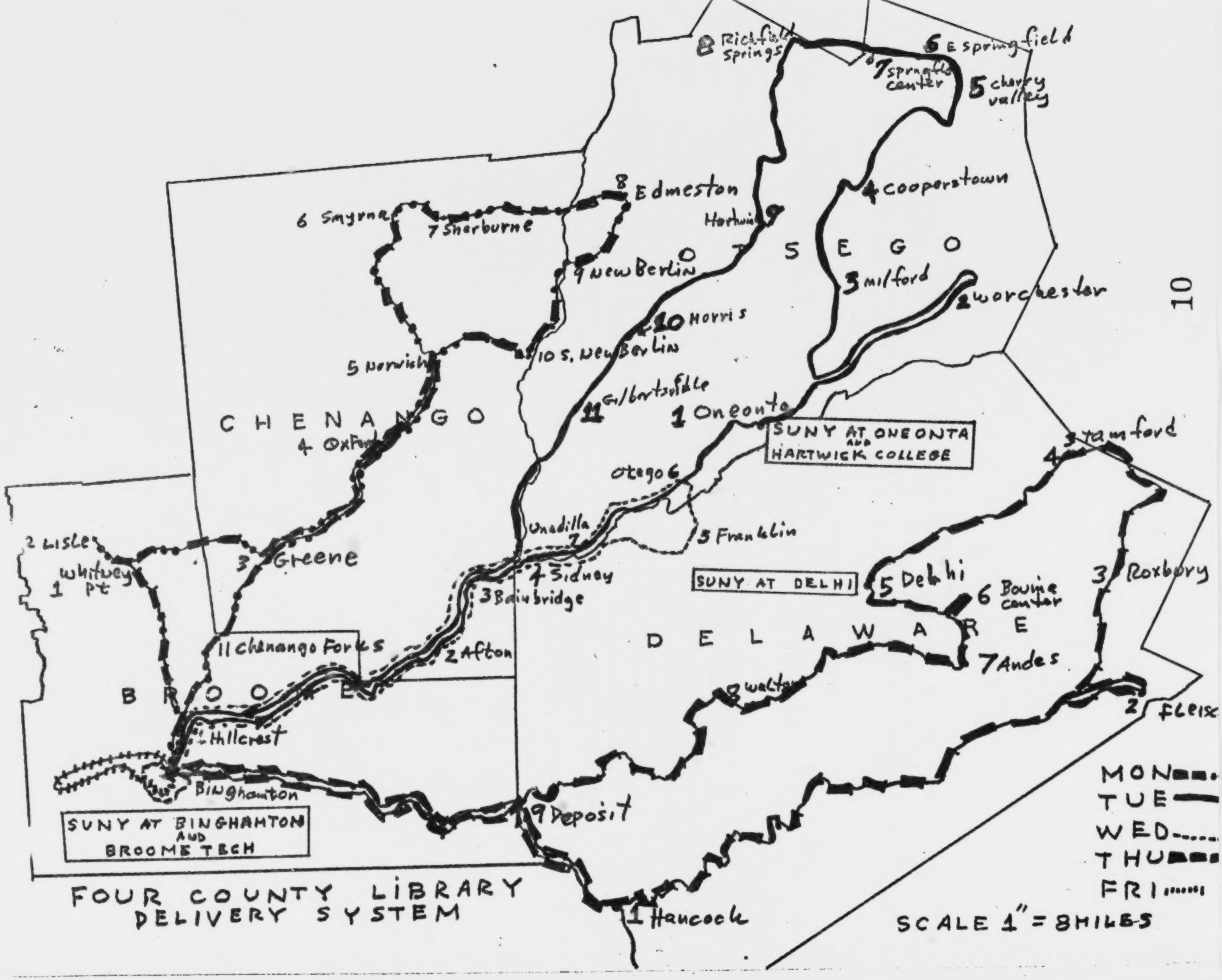
Proposal III, using a mixture of the public library system's delivery systems and the United Parcel Service was accepted and the system called Coordinated Delivery or CODE was in operation by the end of January, 1970.

This system not only allowed for expansion of interlibrary lending in the region, but for the first time linked the three public library systems so that they could borrow from one another as well as from the academic libraries.

While we were working on the delivery system, we were also developing guidelines for interlibrary lending within the Council area. An interlibrary loan code was written (see Appendix I) which provided for free access to all academic and public libraries in the region, which recognized the State University of New York at Binghamton as a major center for interlibrary loan requests, and which acknowledged Cornell University Libraries' statewide role in interlibrary lending. Each library was given the broadest lattitude in defining the borrower.

The Interlibrary Loan Code also outlined the procedures to be used in borrowing materials and built into the system a method for reporting statistics.

A schedule was established for delivering books to each of the libraries within the systems at least once a week. It was considered advisable for the drivers to stop at each institution regularly regardless of whether there were items to be picked up and delivered.


Richfield Springs
6 E Springfield
7 Springfield center
5 Cherry Valley
8 Edmeston
6 Smyrna
7 Sherburne
Hartwick
4 Cooperstown
9 New Berlin
SEGO
3 Milford
2 Worchester
10 Morris
10 S. New Berlin
5 Norwich
11 Gilbertsville
1 Oneonta
CHENANGO
4 Oxford
SUNY AT ONEONTA AND HARTWICK COLLEGE
3 Tamford
4
Otego 6
Unadilla 7
3 Franklin
2 Lisle
1 Whitney Pt
3 Greene
4 Sidney
3 Bainbridge
SUNY AT DELHI
5 Delhi
6 Bovina center
3 Roxbury
11 Chenango Forks
2 Afton
DELAWARE
7 Andes
8 Walton
2 Fleis
Hillcrest
Binghamton
SUNY AT BINGHAMTON AND BROOME TECH
9 Deposit
1 Hancock
MON
TUE
WED
THU
FRI
SCALE 1" = 8 MILES
FOUR COUNTY LIBRARY DELIVERY SYSTEM

Delivery Schedule for Academic Libraries

	4CLS	FLLS	STLS
Monday	Broome Tech 1:30 P.M. SUNY Binghamton 2:00 P.M.	Ithaca 3:30 P.M.	Alfred U.
Tuesday	SUNY Oneonta Hartwick 9:30 A.M.	Cornell 10:30 A.M. Wells 2:00 P.M. Eisenhower 2:30 P.M.	Keuka Elmira Corning C.C.
Wednesday	SUNY Binghamton 2:30 P.M.	Auburn C.C. 12:00 P.M.	CCFL Alfred (all schools) Houghton
Thursday	SUNY Delhi 1:00 P.M.	Ithaca 1:00 P.M. SUNY Cortland 3:00 P.M. TC 3 3:15 P.M.	Keuka Corning C.C.
Friday	SUNY Binghamton 11:00 A.M.	Cornell 10:30 A.M. SUNY Cortland 3:00 P.M.	Keuka Elmira

UPS - Daily circuit among the Four County, Finger Lakes and Southern Tier Library Systems

D. EVALUATION OF THE SYSTEM

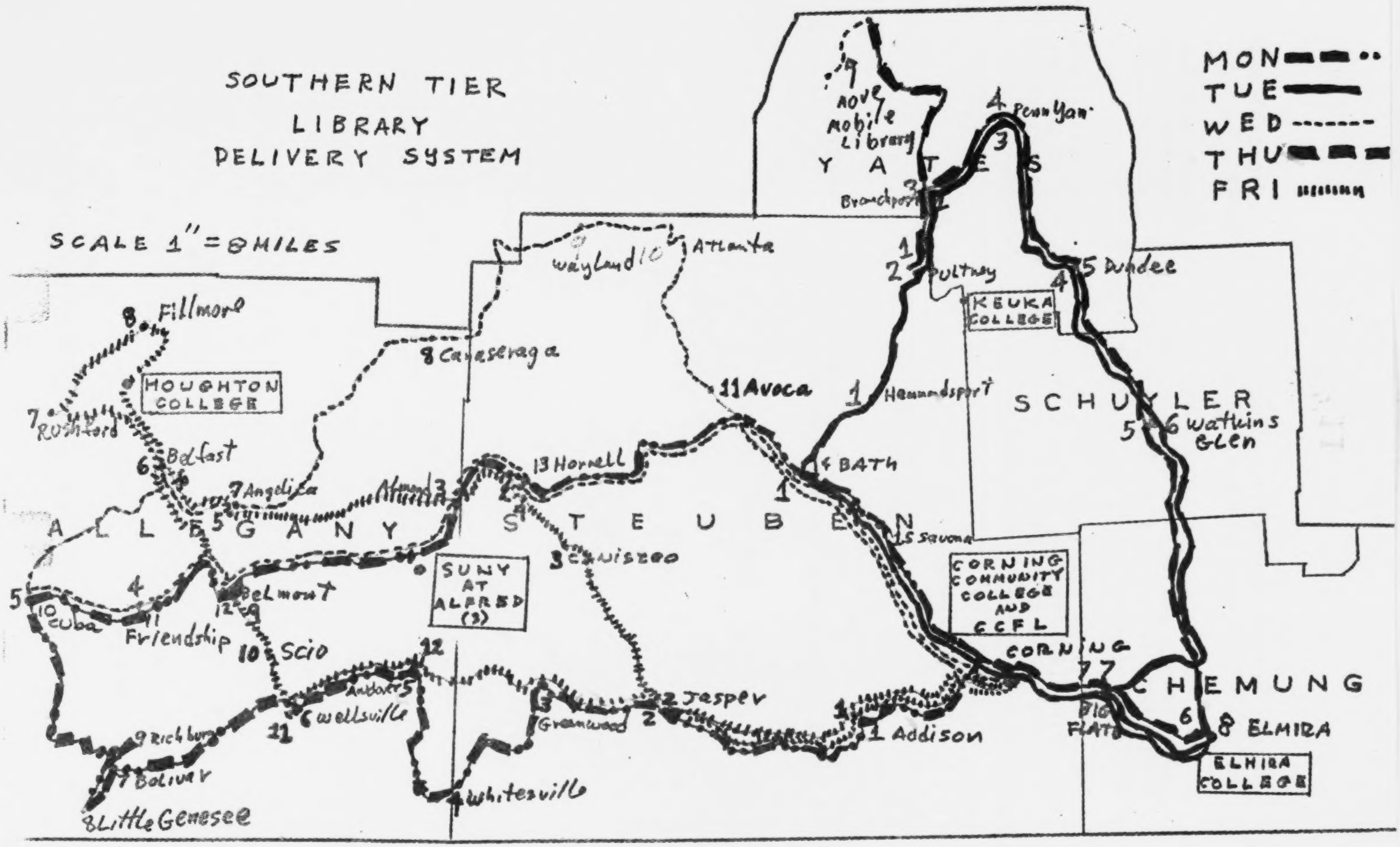
Thus CODE was born and in operation by late January of 1970. Although the system was to be evaluated within three months, the Council had not collected enough data for that purpose at the end of the period and evaluation was deferred until July and then again until the end of the year. By 1971 we should have collected sufficient data to assure a fair appraisal of the system.

During this period, the public library systems were extremely cooperative. Not only did they make their stops regularly, but they did not charge the Council for service during the first six months of 1970.

By the end of 1970, data had been collected on the cost of the United Parcel Service, the public library

SOUTHERN TIER LIBRARY DELIVERY SYSTEM

SCALE 1" = 8 MILES



systems charges for delivery, the number of items interchanged and the time which elapsed from request for a book until delivery.

United Parcel Service - Service and Costs:

UPS picked up and delivered daily to the three public library systems covering a one hundred and sixty mile circuit. Packages picked up and delivered for the Four County and Southern Tier Library Systems were exchanged directly. Packages picked up at Finger Lakes Library System were routed to Syracuse for distribution to the other two systems.

The 1970 charge for this service was $605.96 for delivering materials weighing 2,565 pounds. It was of interest to us that the charge for delivery was based on zones, packages and pounds. The price per package and pounds varied with the zone. The Council in zone two was charged 50¢ per package and 5¢ per pound. A service fee of $2.00 per week for uninterrupted daily service was added.

United Parcel Service - Service and Costs

	FCLS		STLS		FLLS	
	Cost	Lbs.	Cost	Lbs.	Cost	Lbs.
J-F	21.77	94	20.97	182	22.97	112
Ma	28.03	163	25.99	139	21.36	95
Ap	19.48	94	21.01	108	22.73	106
My	21.61	77	28.44	159	21.56	66
Je	14.64	47	10.98	26	16.47	78
	$105.53	475 lbs.	$107.39	614 lbs.	$105.09	457 lbs.
J1	12.96	30	11.92	27	15.72	71
Ag	15.76	23	14.38	27	15.82	39
S	18.73	82	12.99	44	17.63	80
O	17.10	57	15.21	38	14.73	49
N	20.64	102	19.56	90	15.94	87
D	17.75	60	16.31	51	14.80	62
	$102.94	354 lbs.	$90.37	277 lbs.	$94.64	388 lbs.
Total	$208.47	829 lbs.	$197.76	891 lbs.	$199.73	845 lbs.

FCLS	$208.47	829 lbs.	(.25 per lb.)
STLS	$197.76	891 lbs.	(.22 per lb.)
FLLS	$199.73	845 lbs.	(.24 per lb.)
	$605.96	2565 lbs.	

Public Library Systems - Service and Cost:

The public libraries served as clearinghouses. They received and delivered materials to the academic institutions within their regions and sorted and prepared books for delivery to other systems via UPS.

Delivery to each of the libraries within the system was made about once a week (see p. 7). In those instances in which the college library was located within the same city as the system headquarters, delivery was more frequent. The following chart gives the approximate distance between headquarters and academic libraries:

Mileage Between P. L. S. Headquarters and Academic Libraries

Ithaca	to	Seneca Falls	(Eisenhower)	35 miles
"	"	Auburn	(Auburn C.C.)	30 "
"	"	Aurora	(Wells)	24 "
"	"	Cortland	(SUNY)	19 "
"	"	Groton	(TC 3)	15 "
Binghamton	to	Oneonta	(SUNY & Hartwick)	55 "
"	"	Delhi	(SUNY)	55 "
Delhi	to	Oneonta	(SUNY & Hartwick)	16 "
Corning	to	Houghton	(Houghton)	65 "
"	"	Alfred	(all Alfred schools)	37 "
"	"	Penn Yan	(Keuka)	37 "
"	"	Elmira	(Elmira)	15 "

Although unable to establish costs incurred by commercial organizations for salaries, vehicle depreciation, mileage, insurance, etc., we did have some hard figures from the public library systems for these elements. In addition we also had per mile cost from public library to college library stop, as well as the time needed to pack and sort books (see Appendix II). These charges were 15¢ per mile and about $8.00 per hour for personnel and other services. The total charge to the Council for 1970 was $2,340.00 (4CLS and STLS - $750.00; FLLS $840.00). The latter estimate was slightly higher since some professional help was used in the initial stages of establishing the system.

Interlibrary Lending Activity - Regional Traffic and Delivery Periods:

During 1970, about 2,000 monographs were requested in the region. Of these, 1,252, or 55% were filled. Since each item was sent and had to be returned, there were 2,504 interchanges. Of the 639 requests for periodicals, 537 (84%) were filled. However, most of the libraries preferred to send photocopy requests via first class mail and therefore only a handful were delivered by the systems. (see Appendix I)

E. OBSERVATIONS

Our major concerns were both cost and relatively slow delivery of materials.

The price of the Coordinated Delivery System including United Parcel Service and public library service charges for January - December 1970 was:

$2,945.96 to deliver 2,600 items

the unit price was about $1.14 (the same as the cost of sending a 3 1/2 pound book, third class mail)

Twenty-eight stops per week were made by the three systems and it took approximately nine to fourteen days to deliver a book. (see Appendix III)

Whether we consider this cost high or low can be determined by comparison of our costs with those of other systems. The Ramapo Catskill Library System charged the South Eastern Library Council an annual rate of $5,642 for fifteen stops per week ranging in number from one to five stops per library. They delivered 1600 books and their average unit cost was about $3.50. South Eastern considered that cost high.

Compared with the unit cost of delivery within the public library systems i.e., thirteen to twenty cents, our cost is high. However, this comparison should not be made since the public libraries not only deliver interlibrary loan materials, but also deliver centrally processed materials, messages, furniture, revolving book collections, etc. Theirs is a complete delivery system.

As indicated earlier in this report, we thought it advisable to use the United States Mails for delivery. Unfortunately, the time of delivery is as critical and unpredictable via the U.S. Mails as the public library system delivery. The following is a sample of cost and delivery time for five books weighing thirteen pounds:

	5 books 13 lbs.	1 book 3 1/2 lbs.	Delivery
Library Rate 5¢ first lb. 2¢ each additional	$ .29	$ .10	7 - 14 days
Book Rate 12¢ first lb. 6¢ each additional	$ .84	$ .25	"
Third Class 6¢ first 2 oz. 2¢ each additional	$ 4.30	$1.14	"
First Class 6¢ per oz.	$12.84	$3.36	1 - 5 days

As noted previously, the third class rate compares with the cost of our own system, CODE. The Post Office Department stated that they could not guarantee delivery of materials traveling book rate, library rate and third class rate under seven days. Depending on the time of year and the amount of traffic, delivery could take as long as two weeks. Thus delivery time for all but first class mail is the same as that for CODE.

Delivery of materials by first class mail would certainly be ideal. Three day turn around could generally be expected. However, such a system would cost about $8800 per year for postage and additional costs for wrapping, labor, etc., and would bring the cost over $10,000. The system has the further disadvantage in that cost would increase as the number of books which were loaned were increased. CODE has built into it a reduction in per unit cost as the volume increases.

F. RECOMMENDATIONS

Proposal I:

If the time for delivery were not such a critical factor, it would be more economic to use book rate or library rate for the delivery of books and other materials in the region. With our present volume and projection for 1971/72 of 2500-3000 items, the cost of postage would range from $670 to about $750. An additional $300 would be allocated for suitable wrapping, for instance, jiffy bags. (It is understood, of course, that the Council would reimburse the libraries for postage.)

The advantage of this system is cost. The disadvantage would be a psychological loss. CODE did provide a certain personal relationship. The driver exchanged information with the libraries. A feeling of good will had been created among the institutions. Libraries were made aware of one another.

Proposal II:

If we are willing to pay for good will and the convenience of door to door delivery, as well as favorable comparison with the cost of third class mail, then it would be advisable to continue the present system with the understanding that an effort will be made to accelerate delivery. The following modifications of the system can be taken into consideration:

A. Since interlibrary loan statistics show that the heaviest interchange and intrachange of materials within the system takes place between the Four County Library System and the Southern Tier Library System, and since interchange among the libraries within the Finger Lakes Library System is so low that a regular delivery system is not warranted, it is recommended that:

   1. The United Parcel Service shall be discontinued to the Finger Lakes Library System. Four County and Southern Tier Library Systems would be reimbursed for mailing books to the academic libraries in the Finger Lakes Library System and these libraries would return their books by mail.

   2. Both the Four County and Southern Tier Library Systems would survey the books left in their headquarters at the end of the week and would mail those books which would otherwise be delayed if they awaited delivery by CODE.

   3. Southern Tier would increase deliveries to Keuka and Elmira Colleges.

B. We would continue the present system of interchange among the systems, but Finger Lakes would make only those stops which were necessary. They would deliver, but would only pick up material on call. Southern Tier would increase delivery to heavy user libraries (Keuka and Elmira) to three stops per week if needed.

Proposal IV:

The Council should establish its own delivery system with vehicle and driver.

This latter proposal is the weakest, the least warranted and most unrealistic. The traffic in this region does not warrant such a system; one vehicle could not make a daily circuit among all the libraries and the Council does not have the funds to establish and support such a system.

Proposal III B with a subcommittee established to work out details regarding acceleration of delivery times appears to be the most satisfactory. It will reduce some cost and permits continuing personal interchange between libraries. It has the further advantage of involving the public libraries in the system and stimulates sharing of resources between the academic and public libraries.

APPENDIX I

INTERLIBRARY LENDING PROFILES

January - December 1970

	Books Requested				Journals (Photocopy Requests)					Telephone Credit Card Expenses	
	SCRLC		Total	TWX	SCRLC		Total	TWX	BARC		
Institution	Ja-Je	J1-D	Ja-D	J1-D	Ja-Je	J1-D	Ja-D	J1-D	Ja-D	Ja-Je	J1-D
Alfred U.	0	0	0	39	14	0	14	54	8	$15.40	$22.04
Auburn	26	5	31	9	3	0	3	16	3	37.40	10.64
Broome	4	6	10	8	11	3	14	4	9		7.26
CCFL	0	0	0	0	0	0	0	0	1	14.30	1.20
Corning	33	6	39	28	38	10	48	4	3	30.80	9.17
Elmira	104	31		89	65	69	118	168	37	211.20	69.69
Eisenhower	0	0	0	0	0	0	0	0	23		
Hartwick	285	535	823	185	7	7	14	392	3	52.80	169.26
Houghton	5	1	6	7	0	0	0	2	0		5.46
Ithaca	7	4	11	23	1	2	3	21	42	30.80	5.96
Keuka	279	120	379	89	76	67	143	65	21	143.00	155.68
SUNY A & T Alfred	10	30	40	28	0	1	1	5	3	18.70	21.80
SUNY A & T Delhi	124	82	206	31	43	13	53	4	0	79.20	62.55
SUNY Bing	101	NA*		65	14			19	368	210.10	202.65
SUNY Cort	19	17	36	130	63	26	89	207	52	126.50	136.53
SUNY Oneonta	138	115	253	121	98	17	115	97	7	121.00	118.40
TC 3	12	3	15	2	0	0	0	0	6		5.85
Wells	7	2	9	5	4	0	4	1	16	49.50	23.67
SUNY Ceramic	13	0	13	5	0	0	0	1	4	39.60	22.82
TOTALS	1198	957 *	2148	1252	437	215	633	1060	626	$1,180.30	$1,050.63

Total Ja-D $2,230.93

NA* - Not Available

* - Incomplete Figure

Four County Library System
Club House Road
Binghamton, NY 13903

APPENDIX II

April 10, 1970

COST OF DELIVERY SERVICE -3R's

Day	College	Time	DELIVERY DRIVER COSTS Amt.	Packing & Sortine time	Amt.	MILEAGE COSTS Miles per Trip	x 15¢	CLERICAL COSTS (Receptionist) Time per day	Amt.
MON.	B. Tech	10 min	.46	15 min	.69	1	.15	20 min	.75
	Harpur	20 min	.92			4	.60		
TUES	Oneonta	20 min	.92	15 min	.69	3	.45	20 min	.75
WED	Harpur	20 min	.92	15 min	.69	4	.60	20 min	.75
THURS	Delhi	15 min	.69	15 min	.69	2	.30	20 min	.75
FRI	Harpur	20 min	.92	15 min	.69	2	.30	20 min	.75
			4.83 /Wk		3.45 /Wk		2.40 /Wk		3.75 /Wk
			x52 wks		x52 wks		x52 wks		x52 wks
			$251.16		$179.40		$124.80		$195.00

	$ 251.16
	179.40
	124.80
	195.00
Annual costs	$ 750.36

Driver = $2.76 per hour
Clerical = $2.25 per hour
(Receptionist)

APPENDIX III

SAMPLE DELIVERY TIMES*
July/December 1970

From: (lending library)	To: (borrowing library)	No. of days
Elmira College	Corning C.C.	9
Wells College	Elmira College	7
Wells College	Elmira College	3 (ph)*
Corning C.C.	Elmira College	2
SUNY Binghamton	Hartwick College	4
SUNY Binghamton	Hartwick College	5
SUNY Binghamton	Hartwick College	9
SUNY Alfred Cer.	Ithaca College	(date received not noted)
SUNY Cortland	Keuka College	"
Wells College	Keuka College	11
Ithaca College	Keuka College	13
SUNY Oneonta	Keuka College	15
SUNY Binghamton	Keuka College	6
Elmira College	Keuka College	7 (delivered by hand)
Elmira College	Keuka College	1 (delivered by hand)
Elmira College	Keuka College	8 (mail)
Houghton College	Keuka College	4
SUNY Oneonta	SUNY Cortland	3 (mail)
SUNY Oneonta	SUNY Cortland	5 (mail)
SUNY Oneonta	SUNY Ag & Tech Delhi	9
SUNY Binghamton	SUNY Ag & Tech Delhi	13
Four County Library System	SUNY Ag & Tech Delhi	(date received not noted)
SUNY Binghamton	SUNY Oneonta	11
SUNY Binghamton	SUNY Oneonta	5
SUNY Ag & Tech Alfred	SUNY Oneonta	31
SUNY Cortland	SUNY Oneonta	13

*sample based on every 15th slip received, July/December 1970

*photocopy

APPENDIX IV

BORROWING PATTERNS*
Ja-D 1970

	Total: 1/1-6/30	Total: 7/1-12/31
Hartwick borrows from:		
SUNY Oneonta	260	407
SUNY Binghamton	24	115
Houghton	-	15
SUNY Cortland	4	5
Elmira	3	-
Keuka borrows from:		
SUNY Binghamton	162	65
Wells	74	27
Elmira	73	25
Corning	19	13
Alfred U.	3	13
Ithaca	11	10
SUNY Cortland	-	7
Houghton	-	7
SUNY Oneonta	11	3
Hartwick	-	5
SUNY Alfred Cer.	2	2
SUNY Oneonta borrows from:		
SUNY Binghamton	203	103
SUNY Cortland	14	22
Hartwick	11	-
Houghton	2	-
Wells	-	1
Elmira	1	-
SUNY Ag & Tech Delhi borrows from:		
SUNY Oneonta	63	25
SUNY Binghamton	53	50
SUNY Cortland	49	14
Hartwick	3	2
Four County Library System	-	6
SUNY Ag & Tech Alfred	1	-
Elmira borrows from:		
SUNY Binghamton	45	11
SUNY Oneonta	34	2
Keuka	21	27
Wells	16	17
Corning	-	15
SUNY Cortland	14	6
Alfred U.	-	6
Broome Tech	6	-
Houghton	2	-
Ithaca	2	-
SUNY Ag & Tech Delhi	3	-
SUNY Alfred Cer.	24	-
SUNY Ag & Tech Alfred	3	-

	Total: 1/1-6/30	Total: 7/1-12/31
SUNY Cortland borrows from:		
SUNY Binghamton	55	25
SUNY Oneonta	10	18
SUNY Ag & Tech at Delhi	8	-
Corning	-	1
SUNY Alfred Cer.	1	-
SUNY Ag & Tech at Alfred	1	-
Alfred U.	1	-
Corning C.C. borrows from:		
Elmira	45	10
SUNY Cortland	13	5
SUNY Binghamton	10	1
Keuka	3	-
Auburn C.C. borrows from:		
SUNY Binghamton	27	3
SUNY Oneonta	2	1
SUNY Cortland	-	1
SUNY Ag & Tech Alfred borrows from:		
SUNY Cortland	8	8
SUNY Oneonta	2	9
SUNY Binghamton	-	12
Corning	6	-
SUNY Ag & Tech Delhi	-	2
Broome Tech borrows from:		
SUNY Binghamton	12	8
Four County Library System	-	1
SUNY Cortland	1	-
Ithaca borrows from:		
SUNY Binghamton	7	1
SUNY Oneonta	-	3
Corning	-	1
SUNY Alfred Cer.	-	1
Keuka	1	-
Wells borrows from:		
SUNY Binghamton	6	1
SUNY Cortland	3	-
SUNY Oneonta	3	-
Keuka	2	-
Elmira	-	1
Four County Library System borrows from:		
SUNY Binghamton	17	1
SUNY Alfred Cer. borrows from:		
SUNY Binghamton	13	-
Alfred U. borrows from:		
Keuka	8	-
SUNY Binghamton	6	-

	Total: 1/1-6/30	Total: 7/1-12/31
Tompkins-Cortland C.C. borrows from:		
SUNY Binghamton	5	3
SUNY Cortland	2	-
Corning	2	-
Houghton borrows from:		
SUNY Binghamton	3	-
Ithaca	2	-
Keuka	-	1
Finger Lakes Library System borrows from:		
Ithaca	-	2
SUNY Binghamton	1	-
SUNY Cortland	1	-

APPENDIX V

REGIONAL INTERLIBRARY LOAN

THE CODE

ACCESS:

Most of the academic libraries within the South Central Research Library Council already have arrangements for free interchange of materials. The College Center of the Finger Lakes Libraries (Alfred University, Alfred College of Ceramics, College Center of the Finger Lakes, Corning Community College, Elmira, Hartwick, Ithaca, Wells and Keuka Colleges) lend freely to one another as do the SUNY Institutions (Binghamton, Cortland, Oneonta, SUNY Ag and Tech at Alfred and Delhi, Tompkins Cortland Community College, Auburn Community College and Broome Technical Community College). These colleges have expressed a willingness to lend to Eisenhower and Houghton Colleges which are not part of the SUNY System or in a consortium.

SUNY Binghamton, with the second largest collection of books in the region, has offered to serve as a major center for interlibrary loan requests. Libraries may submit requests to Binghamton first.

The public library systems have expressed their willingness to lend material to any of the colleges in the fourteen counties. These systems may in turn decide whether they wish to use the resources of the academic institutions in addition to NYSILL.

Cornell University...South Central Research Library Council acknowledges the state wide commitment which the Cornell University Libraries have assumed in interlibrary lending. Therefore, libraries in the South Central Research Library Council region, with the exception of Binghamton, a member of the Five Associated Libraries, will not submit requests for interlibrary loan directly to Cornell. All interlibrary loans for materials at the Cornell University Libraries will be channelled through NYSILL. Cornell University will cooperate with libraries in the region through permission to use its resources on site.

All requests can, of course, be sent directly to NYSILL as heretofore, or to any library outside of the region without channeling any requests through regional libraries.

BORROWER (Definition):

The only definition of a borrower is that which the particular institution has designated. It is assumed that each

borrowing library will determine the eligibility of its borrower. Libraries in the region will accept the definition of each library.

WHAT MAY BE BORROWED:

In general most monographs may be borrowed. Libraries within the region will respect any limitations placed on borrowing. Libraries will not be expected to lend manuscripts, rare books, reserve books, etc.

Policy regarding circulation of periodicals varies among institutions. Borrowing library will respect policy of lending library in regard to lending periodicals or substitution of photocopy therefore.

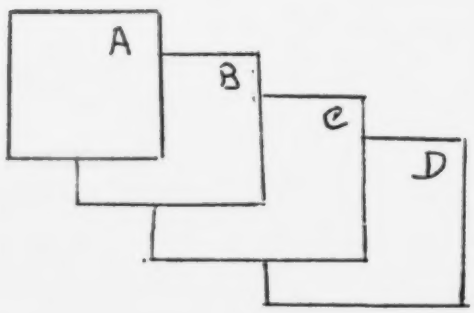
VERIFICATION:

All material requested in interlibrary loan will be verified before a request is submitted. National Union Catalog, Books in Print, etc. may be used. Libraries unable to verify a title may submit any request directly to BARC.

HOW TO TRANSMIT:

A. Telephone Requests: Lending libraries are willing to honor requests by telephone. It has been recommended that the lending library and not the borrowing institution fill out the interlibrary loan request form. To eliminate a proliferation of forms, it has been suggested that each library keep a supply of ALA forms at interlibrary loan stations and fill out requests directly on to these forms.

The form will be used as follows:



A. Will be filled out and retained by lending library.

B. Send to Council Office if Library is unable to fill request. Send with book when request is filled.

C. Borrowing Library is to return this section to the Council Office noting date received.

D. Retained by borrowing Library.

(B, C, D should accompany material when sent to borrowing library. B can be returned to lending library with book upon completion of loan.)

B. By Mail: Follow accepted interlibrary loan procedure.

LENDING PERIOD:

The borrowing period will be two to four weeks from the date of receipt of the book unless otherwise specified. Lending library may be called for renewals.

CONDITIONS FOR LENDING:

The borrowing library is responsible for the book from the time it is received until returned to the lender. The borrowing library will abide by whatever restrictions for use the lending library has placed on its books.

DELIVERY:

Material lent in the region may be delivered via C O D E.

February 25, 1970

FOUR COUNTY LIBRARY SYSTEM
Binghamton, New York 13901

DELIVERY SCHEDULE - January 1969

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Whitney Point (N.O.) Arr.	Oneonta 9-9 PM Arr.	Hillcrest (Fenton) 3:30-8:30 PM Arr.	Hancock 12-4 PM Arr.	Benjamin Franklin Branch of BPL 9-9 PM Arr.	No Deliveries Scheduled
	‡ SUNY ONEONTA				
Lisle 1-5:30 PM Arr.	‡ HARTWICK COLLEGE Worcester (N.O.) Arr.	Afton 2-5 PM Arr.	Fleischmanns (N.O.) Arr.	East Branch of BPL 9-9 PM Arr.	
Greene 10-1 PM 2-5:30 PM Arr.	Milford 7-9 PM Arr.	Bainbridge 9-5 PM 6:30-9 PM Arr.	Roxbury 4-5 PM 7-9 PM Arr.	First Ward Branch of BPL 9-9 PM Arr.	
Oxford (N.O.) Arr.	Cooperstown 10-12:30 PM 1:30-5 PM Arr.	Sidney 12-9 PM Arr.	Stamford 2-5 PM Arr.	Woodrow Wilson Station of BPL 9-9 PM Arr.	
			‡SUNY DELHI		
Norwich 10:30-9 PM Arr.	Cherry Valley 3-5 PM 7-9 PM Arr.	Franklin (N.O.) Arr.	Delhi 10-12 noon 2-5 PM Arr.	West Branch of BPL Arr.	
Smyrna (N.O.) Arr.	East Springfield (N.O.) Arr.	Otego 6:30-9 PM Arr.	Bovina Center 1-4:30 PM 6:30-9 PM Arr.	Johnson City 11:30-8:30 PM Arr.	
Sherburne 2-5 PM 7-9 PM Arr.	Springfield Center 2-5 PM Arr.	Unadilla Arr. (N.O.)	Andes (N.O.) Arr.	Endicott 9-9 PM Arr.	
Edmeston Arr. (N.O.)	Richfield Springs 11:30-4:30 PM Arr.	East Branch of BPL Arr.	Walton 2-5:30 PM 7-9 PM Arr.	Vestal 10-9 PM Arr.	
New Berlin 2:30-5:30 PM 7-9 PM Arr.	Hartwick Arr.	First Ward Branch of BPL Arr.	Deposit 1-5 PM 7-9 PM Arr.	South Branch of BPL Arr.	
South New Berlin 2:30-5 PM 7-9 PM Arr.	Morris 3-5 PM 7-9 PM Arr.	South Branch of BPL Arr.			
Chenango Forks (Reading Center) Arr.	Gilbertsville 2:45-5:15 PM Arr.	Benjamin Franklin Branch of BPL on special request only Arr.			
‡SUNY BINGHAMTON	‡SUNY BINGHAMTON	‡SUNY BINGHAMTON	‡SUNY BINGHAMTON	‡SUNY BINGHAMTON	

FINGER LAKES LIBRARY SYSTEM
Ithaca, New York 14850

DELIVERY SCHEDULE - April 1968

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
*Newfield 6-9 PM Arr.	Cornell Univ. 8-12 midnight Arr.	Auburn 10-9 PM Arr.	Candor 2-5 PM Arr.	‡Cornell Univ. 8-12 midnight Arr.	No Deliveries Scheduled
Spencer 1-5 PM Arr.	Poplar Ridge 1-6 PM Arr.	‡Auburn C. C. 8AM-10PM Arr.	Newark Val. 2-8 PM Arr.	Marathon 2-5 PM Arr.	
Waverly 11-5 PM Arr.	*Aurora (N.O.) Arr.	Cato 2-5 PM Arr.	Berkshire 2-5 PM Arr.	Cincinnatus 2-5:30 PM Arr.	
*Nichols (N.O.) Arr.	‡ Wells Col. 8:15-12 midnight Arr.	Weedsport 2-5 PM Arr.	Groton 2-5:30 PM Arr.	McGraw 3-6 PM Arr.	
Apalachin 3:30-5 PM Arr.	Union Springs 2-5 PM Arr.	Seneca Falls 2-5 PM Arr.	‡ Tompkins-Cortland C.C. Arr.	Cortland 9:30AM-9PM Arr.	
Owego 2-5:30 PM Arr.	‡ Eisenhower Col. 8AM-10PM Arr.	Waterloo 3-5 PM Arr.	Moravia 3-5 PM Att.	‡SUNY Cortland 8:30-5 PM Arr.	
‡ Ithaca Col. 8:30-9 PM Arr.	Ovid 2-5 PM Arr. Lodi 2:30-5 PM Arr. Interlaken 2:30-5 PM Arr. Trumansburg 3-5 PM Arr.				
Driver leaves at 12:45 PM Driver proceeds south	Driver leaves at 12:45 PM Driver proceeds south	Driver leaves at 11:30 AM	Driver leaves at 12:45 PM Driver proceeds south first and then north	Driver leaves at 12:45 PM	

NOTE: Daily Deliveries to Ithaca Central Library of the System

*Not open at time of delivery

CHEMUNG-SOUTHERN TIER

PROPOSED SCHEDULE

MONDAY Route 1A	M.	TUESDAY Route 3	M.	WEDNESDAY Route 2	M.	THURSDAY Route 1B	M.	FRIDAY Route 3	M.	SATURDAY	M.
Corning	0	Corning	0	Corning	0	Corning	0	Corning	0	Truck #2	
10-8:30		10-8:30		10-8:30		10-8:30		10-8:30			
Arr.		Arr.		Arr.		Arr.		Arr.			
Addison	10	Bath	20	Canisteo	20	Addison	10	Bath	20	Move Mobile	
6-9 PM		2:30-5:30PM		6:30-9:30PM		2-5 PM		2:30-5:30PM		Library #2	
Arr.		Arr.		Arr.		Arr.		Arr.		Rushville to	
Jasper	28	**Hammondsport	28	Hornell	45	Jasper	28	**Hammondsport	28	Cohocton	
(N.O.)		1-5 PM		1:30-9:30PM		2:30-5:30PM		6-9 PM			
		Arr.		Arr.		Arr.		Arr.		Move Mobile	
*Greenwood	S.37	Pulteney	36	Almond	50	Whitesville	48	Pulteney	36	Library #1	
Arr.		Arr.(N.O.)		Arr.(N.O.)		Arr. (N.O.)		Arr. (N.O.)		Arkport to	
Andover	45	Branchport	43	Angelica		Andover	57	Branchport	43	Alfred	
7-9 PM		(N.O.)		Arr. (N.O.)		Arr.(N.O.)		Arr. (N.O.)			
Arr.		Arr.									
Wellsville	54	‡Keuka Col.		Belfast	72	Wellsville	66	‡Keuka Col.			
10-9 PM		8:30-12:00 AM		Arr. (N.O.)		10-9 PM		8:30-9 PM			
Arr.		Arr.				Arr.		Arr.			
Bolivar	66	Penn Yan	51	Rushford	82	Scio	70	Penn Yan	51		
6:45-9 PM		2-8:30 PM		Arr. (N.O.)		3-5 PM		2-8:30 PM			
Arr.		Arr.				Arr.		Arr.			
L. Genesee	69	Dundee	63	‡Houghton Col.	91	Bolivar	86	Dundee	63		
7-9 PM		2-5:30 PM		7:50-10 PM		6:45-9 PM		5:30-9 PM			
Arr.		Arr.		Arr.		Arr.		Arr.			
Richburg	73	Watkins Glen	76	Fillmore	95	Cuba (N.O.)	102	Watkins Glen	76		
Arr. (N.O.)		2-5 PM		7-9 PM		Arr.		2-5 PM			
		Arr.		Arr.				Arr.			
Cuba (N.O.)	87	‡Elmira Col.	100	Canaseraga	105	Friendship	110	‡Elmira Col.	100		
Arr.		9-10 PM		2-5PM		Arr. (N.O.)		9-10 PM			
				7-9PM							
		Arr.		Arr.				Arr.			
Friendship		Big Flats	110	Wayland	118	Belmont	118	Big Flats	110		
Arr. (N.O.)	95			1:30-5:30 PM		Arr. (N.O.)		Arr.			
				7-9 PM							
				Arr.							
Belmont (No)	103	Corning	120	Atlanta	125	Hornell	142	Corning	120		
Arr.		10-8:30 PM		2:15-5:30 PM		Arr. (N.O.)		10-8:30 PM			
		Arr.		Arr.				Arr.			
‡Alfred Univ.	118	‡CORNING C. C.		Avoca	138	Savona	173				
8-11 PM				1:30-8:30 PM		Arr. (N.O.)					
Arr.				Arr.							
Hornell	127			Corning	166	Corning	185				
1:30-9:00 PM				10-8:30 PM		10-8:30 PM					
Arr.				Arr.		Arr.					
Savona	158					‡CORNING C. C.					
6-8:30 PM											
Arr.											
Corning	170										
10-8:30 PM											
Arr.											

Route A
Tuesday
Truck #2
Move Mobile
Library #1
Alfred-
Prattsburg

Move Mobile
Library #2
Cohocton-
Middlesex

Route B
Thursday
Truck #2
Move Mobile
Library #2
Middlesex to
Rushville

Move Mobile
Library #1
Prattsburg
to Arkport

*New
**Only one delivery on current schedule